

U.S. EMBASSY KUWAIT

VACANCY ANNOUNCEMENT NO. 022-06

OPEN TO: ALL INTERESTED CANDIDATES – ALL AGENCIES

POSITION: SUPPORT SERVICES ASSISTANT
FSN-8; FP-06**

OPENING DATE: August 15, 2006

CLOSING DATE: August 29, 2006

WORKING HOURS: FULL TIME: 40 hours per week

SALARY: Not-Ordinarily Resident (NOR):
US\$ 35,265 p.a. (Starting Salary) ; Position Grade: FP-06
(** Final grade/salary to be determined by HR/OE – NEA/EX/HRD)

Ordinarily Resident (OR): KD 8,056 p.a. (Starting Salary)
(Position Grade: FSN-8)

Note: All applicants who are not the family members of USG employees officially assigned to post and under Chief of Mission authority must be residing in country and have the required work and/or residency permits to be eligible for consideration.

The U.S. Embassy in Kuwait is seeking an individual for the position of a Support Services Assistant in the Defense Contract Management Agency – Middle East (DCMA – ME).

BASIC FUNCTION OF THE POSITION

The incumbent of this position provides a multitude of support services and expertise to DCMA-ME Contract Management Office (CMO) headquarters located in Kuwait, and to the tertiary commands in Egypt and Saudi Arabia.

Duties include:

- Performs as a Purchasing/Procurement Agent within delegated procurement guidelines; oversees purchases through the Embassy's procurement office and the open market.
- Conducts inspections, audits and management reviews of DCMA-ME housing; identifies problems or deficiencies, recommends or implements appropriate corrective measures in areas of maintenance, repairs, assignments, or furnishings and equipment.
- Serves as DCMA-ME vehicle control officer (VCO); manages the vehicle leasing and control program for 20-25 vehicles.

- Investigates accidents or incidents within functional area; coordinates with RSO, Provost and host nation police in resolving or processing traffic accidents, tickets, and incidents involving government owned vehicles.
- Plans and administers a supply management program in support of DCMA-ME operations involving a variety of expendable and non-expendable items and material through central supply channels, direct purchase and formal procurement processes.
- Conducts analyses and studies in the areas of requirement determination, maintenance of adequate stock levels and related records and storage, issue.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

1. Completion of high school education.
2. Three to five years of experience in planning, directing, coordinating and executing a variety of office service functions.
3. Level III (good working knowledge) of English and Arabic.
4. Knowledge of policies and procedures in the management of property; budget formulation to develop budget estimates for commercial accounts and equipment; contracting policies and procedures, procurement of supplies and equipment.
5. Skill in the use of computer programs such as MS Word and MS Excel.
6. Possession of a valid Kuwaiti driver's license.
7. Must be in good physical condition and able to lift 40-50 lbs.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION PROCESS:

- Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Currently employed U.S. citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested applicants for this position should submit the following or the application will not be considered:

- Optional Application for Federal Employment (OF-612) or
- A current resume or curriculum vitae that provides the same information as an OF-612; plus
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
American Embassy Kuwait

DEFINITIONS:

1. Appointment Eligible Family Members (AEFM): A type of Eligible Family Member (EFM) that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service (CS) or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under Chief of Mission (COM) authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil or Foreign services.

2. Eligible Family Member (EFM): Family members who are at least age 18 and are listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household (MOH): A person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad; 2) Has been declared by the sponsoring employee to the COM as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFM of FS, CS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under COM authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: COB AUGUST 29, 2006

An Equal Opportunity Employer

The U.S. Mission in Kuwait provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Acting Human Resources Officer – James Maher
Administrative Officer – Joseph Balancier

Approved on: 08/07/06

Approved
Deborah Zemmelberg